

13.107 EVALUATION SUPPLEMENT LOG

Reference:

Labor Agreement: City of Cincinnati and Queen City
Lodge Number 69, Fraternal Order
of Police
Labor Agreement: City of Cincinnati and Ohio Council
8 and American Federation of State,
County and Municipal Employees
Procedure 17.100 - Police Records; Storage and
Maintenance, and Initiating New
Records and Forms
Standards Manual - 26.1.4, 26.1.5, 26.1.8, 35.1.6

Purpose:

To provide a method for documentation of positive employee work performance and training and corrective action to assist with the development and evaluation of personnel.

Policy:

An Evaluation Supplement Log (ESL), Form 448S, will be maintained on all sworn and non-sworn employees. ESLs will be maintained in a secure location at the employees' unit of assignment.

Supervisors will utilize the ESL log to document positive and/or negative information concerning personnel performance, plans of actions to enhance performance and supporting documentation related to employee evaluation.

Procedure:

A. Format of ESL, Form 448S, entries:

1. Every ESL entry will be typewritten.
 - a. Each page of the ESL will have the employee's full name, badge number (if applicable), and the evaluation year.
 - b. Date of Entry.
 - 1) This will be the date the actual ESL entry is made.
 - c. Activity Summary Including Date of Occurrence.

- 1) Give full details and description of the incident or action that led to the ESL entry.
- 2) Include reference document, offense number, tag number, name, etc.
- 3) Include the date the incident or action occurred.
- 4) Example: Officer Jones responded to an Aggravated Robbery, Incident #50A1100201, made the initial report, recovered victim's property, recovered the weapon used, arrested the suspect, Marcus Smith, and elicited a confession from suspect. Incident date 03/01/00.

d. Supervisory Action Taken.

- 1) A one or two word entry is acceptable; i.e., commended, officer advised, counseled.

e. Date Notified.

- 1) This is the date the employee was notified of the ESL entry.

f. Employee Badge # & Initials.

- 1) A supervisor will request the employee enter their initials and badge number (if applicable) to acknowledge they have been notified the ESL entry was made.
- 2) Make the request for the employee to initial the entry within a reasonable time after the Date of Entry.
- 3) If the employee refuses to initial a disciplinary or corrective entry, another supervisor will witness the refusal. The witnessing supervisors will then sign the entry.

- 4) Employees are not permitted to write a rebuttal or comments on the ESL form. Employees do have a right to write an explanation or rebuttal on a Form 17, and have it put into their file.
- g. Initiating Supervisor Badge Number and Initials.
 - 1) The supervisor who made the actual ESL entry (or caused it to be made) will enter his initials and badge number.
 - h. Reviewing Supervisor Badge Number and Initials.
 - 1) If the ESL entry is reviewed with the employee by a supervisor other than the initiating supervisor, the reviewing supervisor will enter his initials and badge number.
 - i. Further Disposition.
 - 1) If a single incident or a series of incidents result in other action taken at a later date, i.e., commendation Form 17, disciplinary action, note the action in this column at the particular entry(s) with the specific action taken, i.e., official commendation, written reprimand.
 - 2) Reports (Form 17, 90SP, 91SP, etc) submitted indicating an ESL entry will be accompanied with the ESL page containing the entry.
 - a) The original ESL page will be returned to the ESL Log Book after review by the unit commander.
 - b) The unit commander may approve the inclusion of a photocopy of the ESL page in place of the original page.

- 1] After review by the unit commander, the photocopied ESL page will be destroyed.

B. Supervisory Responsibilities:

1. The relief or unit officer in charge will check entries regularly for accuracy.
2. First line supervisors will review the ESL in conjunction with the monthly worksheet review.
3. Supervisors will review each employee's current ESL with the concerned employee on a quarterly basis. Upon review, make an entry indicating such review. The employee and reviewing supervisor will initial this entry.
4. District/section/unit commanding officers will review the ESL each month to ensure they are being used and to ensure follow-up on problem areas. After this review, the commanding officer will initial or sign the ESL in the Reviewing Supervisor column at the most recent entry.

C. Review of ESL entries:

1. Employee ESL's may be accessed by the following:
 - a. Employees may review their ESL with the permission, and in the presence, of their supervisor.
 - b. The district/section/unit commander and supervisors to whom the employee is assigned.
 - c. Personnel Section.
 - d. Internal Investigation Section.
 - e. Inspections Section
 - f. Assistant Police Chiefs.
 - g. The Police Chief or any person he may designate.

D. ESL Retention:

1. Sworn Employees.

a. ESL entries will be maintained for the current year (January 1 through December 31) plus the three previous years.

1) All ESL pages will be maintained in a three ring binder (ESL Log Book) in a secure location at the employees' unit of assignment.

2) All entries will be purged three years after entry.

2. Non-Sworn Employees.

a. ESL entries will be maintained for one year from the anniversary date of hire or promotion.

1) ESL entries will be maintained in the employee's file with performance goals at the unit of assignment.

2) ESL entries will be purged from the file one year from the date of entry.

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